



# DARTMOUTH HERITAGE MUSEUM

26 Newcastle Street, Dartmouth, NS B2Y 3M5 | (902) 464-2300 | [collections@dartmouthmuseum.ca](mailto:collections@dartmouthmuseum.ca)

## Research Request Form

(Please return this form to [collections@dartmouthmuseum.ca](mailto:collections@dartmouthmuseum.ca).)

**Date of Submission:** \_\_\_\_\_

\*Note: Data from this form is used for statistical and research topic summaries. Reply may take 4-6 weeks.

### Contact Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Method of Communication (Indicate all that apply.): Phone  Email  On-site:

### Purpose of Request

Exhibition       Business/ Publication       Academic/ Education       Media

Genealogical       Other

Please provide a brief description of your selected purpose of request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Appointment

Archival or reference facilities are available to researchers by appointment only. Appointments will be arranged and confirmed by contacting you.

Preferred appointment times: \_\_\_\_\_

Number of ordered copies of material: \_\_\_\_\_

### Research Fees

Payments can be made as cash, credit, debit or cheque. Please contact our Collections Manager at 902-464-2004, or [collections@dartmouthmuseum.ca](mailto:collections@dartmouthmuseum.ca), if you have any questions or concerns.

Staff Research	If research material for client requires 1 hr. or more to find for the client there will be a fee of \$30/hr. Otherwise free.
Self Serve Research	Free.



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## Copying Fees

Please check your copying preference:

- General Paper Photocopying   
  Non-commercial   
  Commercial   
  Special Circumstances

- **General Paper Photocopying**

DHM offers a student discount when photocopying at the museum. With presentation of student identification, students are to donate any amount for their archival photocopying needs. A non-student is required to pay \$0.25/pg (black and white) and \$0.50/pg (colour).

- **Non-commercial Digital Image Copies (one time use)**

Flat Fee	\$12.00 / image
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- **Commercial Digital Image Copies (one time use)**

Flat Fee	\$20.00 / image
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- **Special Circumstances**

Some exceptions for all service charges and research fees may be made for non-profits and the media. Please contact the DHM Manager/ Curator to inquire about having fees waived if you fit the criteria.

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## Office Only

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